



TOWN OF GRAFTON
GRAFTON PUBLIC SCHOOLS
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MINUTES
SCHOOL COMMITTEE
August 23, 2016
Grafton Municipal Center Room F
7:00 p.m.

Members Present: Laura Often, Chairman
Maureen Cohen, Vice Chair
Peter Carlson, Secretary
Jennifer Connelly, Member
Teri Turgeon, Member

Also Present: Dr. James Cummings, Superintendent of Schools
Daniel Gale, Finance Director

Call to Order – Open Session

- a. Chairperson's Update: None
- b. Community Groups and Citizens : None

1. Educational Reports

- a. Technology Update: Neil Trahan, Director of Technology gave a Technology Department update; reporting on what his department accomplished over the summer to prepare for returning students and staff. He thanked Mr. Lemay and his staff for the clearing and cleanings of classrooms for IT set up. Mr. Trahan discussed the set up of new computer labs along with the refreshing of those existing labs among all schools. This year's upgrade of Power School included 3 new servers and was done over the summer to avoid interruptions during the school year. Mr. Trahan worked with the curriculum department on a new math program called Envisions Math; Pearson has a connection through Power School called EasyBridge making it all accessible through Power School. The IT Department worked with Level Data to streamline passwords and usernames for students. The high school iPad Deployment process began at the close of the school year holding nine deployment sessions for students and families. Mr. Trahan also discussed the implementation of the Schoology, a pilot program with two school with approximately 20 people using it. This was a learning management system linked with Google and Power School. The pilot program was strategically planned using at least two people from every department. Mr. Gale and Mr. Trahan worked on a project with Xerox called Follow Me Printing. They began by piloting this in two schools with great success. This minimized printing and managed printing costs. With this program staff can print at any

printer in the directory through the use of their ID Badges. Trainers would be available in the next few weeks. North Grafton Elementary had a request for document cameras and they were installed. Mr. Trahan outlined the new teacher technology; all new teachers were being issued a chrome book and desktop in classroom and technology sessions were held for all new staff. Mr. Carlson stated he was a fan of follow me printing and would be interested in seeing the stats on the savings. Mr. Carlson was also concerned with the use of faxing vs. scanning; he would like this reviewed to find out how many phone lines were dedicated for faxing and at what costs. Mrs. Turgeon discussed the staff list noting there were major investments. She asked if Mr. Trahan planned to add personnel. Mr. Trahan worked towards putting the right people (those he had now) in the right places. Staffing would need to be reviewed in the future. Mr. Carlson asked how we planned to sustain technology moving forward in this budget cycle and would like it kept on the radar during the process. Mr. Trahan's current concern was with the age of the High School. It was in its 5th year and soon there would be a need to turn over technology in that building.

2. General Business

- a. Building & Grounds Update: Anthony Lemay gave an update on summer projects. Capital Projects included air conditioning upgrades in the lab at the Middle School. In lieu of window units they now have a have a roof top unit. At the North Street School they redesigned several areas to create new classrooms. They completed some sidewalks repairs making them ADA Compliant. Smaller capital projects included furniture replacement, HVAC repairs and the replacement of a fridge compressor at the Middle School. The South Grafton Pre School entry way project was currently underway, they would not complete this before the opening of school. The holdup was with the Steele fabricators; they needed engineering approval before manufacturing. It should be done the middle to end of September. They will have an alternate egress for the time being. The grease trap replacement will be done during one of the breaks rather than disturb the kitchen at this time. Trace wires will be finalized shortly, with work done mainly on the weekends. Mr. Lemay noted that they did extensive cleaning; with the many summer programs they tried a new way of cleaning. Instead of each custodian covering one or more buildings, they moved from individual cleaning to group cleaning. Overall it was a success; it was still a learning process. The custodians built camaraderie between them and learned values of each building. Mr. Carlson was interested in the cleaning concept and asked how Mr. Lemay chose it. Mr. Lemay said several towns outsourced cleaning bringing in crews to clean one building at a time. He decided to try this with his staff. Mrs. Connelly discussed a small fire which recently occurred; her concern was if it was due to the age of the building or something else. Was there anything we could do preventively? Mr. Lemay said the cause was an overheated HVAC unit which can be common. He didn't think it was something of concern at this time. They will continue with quarterly maintenance such as filter changing, oiling and greasing. Mrs. Often noted that she was in the buildings several times

over the summer and witnessed the group cleaning process. They worked very hard and she thanked Mr. Lemay and his team for this.

- b. 2016-2017 Lunch Prices: Dan Gale discussed the 2016/2017 lunch prices. Each year they must review the process of how many lunches were sold and how much money was made. They get a weighted average using a government tool. This then determines if an increase is needed. Mr. Gale noted that this was part of the Healthy Hunger Free Kids act of 2010. There were no increases last year. The goal is to avoid free and reduced lunches from subsidizing the whole program and make some money. This year they are looking at a ten cent increase. Mr. Gale would suggest equally implementing this at all schools. With this Grafton would still be offering a reasonably priced lunch compared to area districts. Mrs. Often would like to know how this would be communicated. Mr. Gale said all the parents at the elementary level get a menu sent home. They could also do an email blast and include on the web page. Mr. Carlson understood the process and asked if there were any indication that it would increase next year as well in order to give more notice. Mr. Gale said they should be able to do this, but it would depend on the overall sales at the end of the year.
3. School Committee Member Reports - None
 - a. None
 - b. Upcoming Activities
 4. Superintendent's Report
 - a. District Update - Dr. Cummings stated that they had completed day two of new staff orientation, noting it was restructured a few years ago and it continued to run well. Kristen Gasper would present at an upcoming School Committee meeting to discuss further. Dr. Cummings gave a list of new teachers which included who they replaced, if it was a replacement hire. Dr. Cummings felt they had made great staff selections. Teachers at Grafton High School would be returning Aug 24th to attend several workshops. They had approximately 38 workshops scheduled throughout the day. Thursday would be a full staff day. Students in K-9 would start on Monday and all K-12 would be in session Tuesday the 3rd. Dr. Cummings thanked all staff for their support from the Administrative staff throughout the entire district staff.
 - b. Upcoming Activities - none
 5. Future Agenda Planning:
 - a. Mrs. Often said with two weeks off she would suggest a workshop on the 6th of September if all were available.
 6. Financial Report
 - a. A motion was made by Mrs. Turgeon to approve Warrant #54, dated June 30, 2016 in the amount of \$469,228.75. Motion seconded by Mrs. Cohen. Motion Carried 5-0.

- b. A motion was made by Mr. Carlson to approve Warrant #7. Dated August 18, 2016 in the amount of \$495,230.94. Motion seconded by Mrs. Turgeon. Motion carried 4-0-1 (Mr. Carlson abstained).
- 7. Policy: None
- 8. Correspondence – Mrs. Turgeon discussed correspondence from GTA Co Presidents, who were looking forward to maintaining a good working relationship with the School Committee.
- 9. Executive Session – At 7:45 p.m. a motion was made to enter into executive session for the purpose of contract negotiations under Chapter 30A, Paragraph 21, Section A, to conduct strategy sessions in preparation of discussions with non union personnel and to conduct collective bargaining sessions or contract negotiations with non union personnel. Motion seconded by. By roll call vote, Peter Carlson, Aye; Teri Turgeon, Aye; Maureen Cohen Aye; Jennifer Connelly and Laura Often Aye; Motion carried 5-0 The Committee will return to open session to adjourn only.

Respectfully submitted



Cindy Ide
Recording Secretary